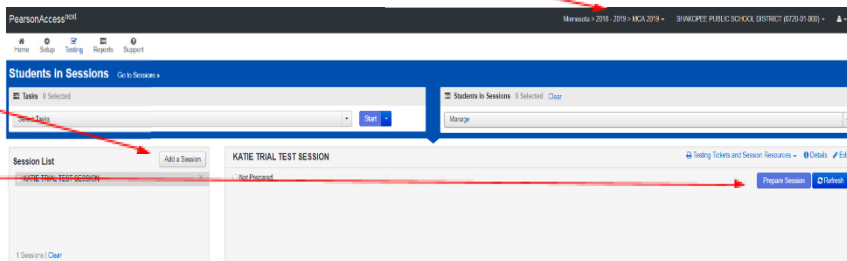


MCA Quick Reference 2024

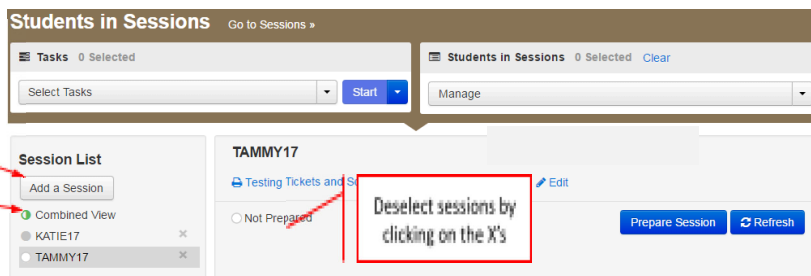
Proctor

1. Sign in to mn.pearsonaccessnext.com (if you use Chrome clear your cookies/browsing history periodically)
2. Verify you are in the correct test administration **Minnesota > 2022 – 2024 > MCA 2024**
3. Under **Testing** select **Students in Sessions**
4. Click **Add a Session** and start typing the session name. Select the session from the dropdown and click **Add Selected**. Click **Prepare Session**. Click on the green **Start Session** button.
5. Verify accommodated text-to-speech and pop-up translation are assigned correctly by printing a session roster – click on “Testing Tickets and Session Resources” select “Session Student Roster”



If you want to run multiple sessions

- Click **Add a Session** to choose additional sessions and/or deselect any test sessions listed that you will NOT be running
- To prepare multiple test sessions, select **Combined View** and select **Prepare All Sessions**
- When you are done testing for the day **Sign Out** – your session can only be stopped when ALL students have completed testing.
-



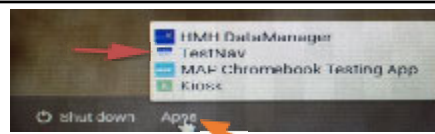
Students

iPad:

Turn on
Click on TestNav (or get from Self Service)
Allow microphone access and choose “Minnesota”
Exit double click the home button and swipe away the APP or power down

Chrome book:

Turn power on
Do NOT sign in
Click on Apps
Click on TestNav
Click on “Minnesota”
Exit by powering off

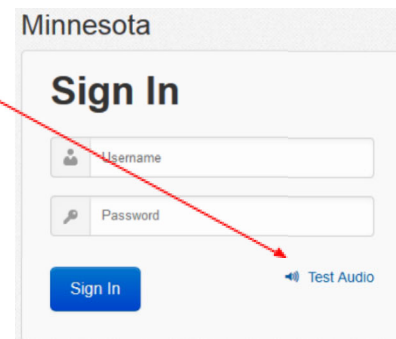


Mac:

Students log on
Launchpad > Self Service > sign-in >
Type TestNav in the search

Install Pearson TestNav
Launchpad > Pearson TestNav > select Minnesota
Exit “X” in the upper left hand corner or power off

1. All Tests: Have the student plug in their headphones and click to test the audio before signing in to the test
2. Students enter the username and password provided on their student testing ticket, and select **Sign In**
3. Students should verify their first initial and last name appear in the top right – then select **Start Test Now**
4. To Exit student selects the button next to their name, select **Sign out of TestNav** in the dropdown and select **Save and Return Later**



Call Katie at 952-496-5049 if you have any questions!

Resume testing (when returning to the lab)

1. On the Home page, under **Testing**, select **Students in Sessions**. Find and select the test session from the Session List. If your session does not appear in the list, click **Add a Session** and start typing the session name. Select the session from the dropdown and click **Add Selected**.

MARSS/SSID	Last Name
<input checked="" type="checkbox"/> [REDACTED] ⓘ	[REDACTED]
<input checked="" type="checkbox"/> [REDACTED] ⓘ	[REDACTED]
<input checked="" type="checkbox"/> [REDACTED] ⓘ	[REDACTED]

2. Select the box to the left of **MARSS/SSID**

- Click on **Select Tasks** (long gray bar top left corner)
- Select **Resume Student Tests**, then **Start** (blue button to the right)
- Select the entire list by selecting the top box (to the left of Student Name)
- **Resume** (blue button far right), then **Exit Tasks** to return to your session

If you want to resume individual students

- In the **Student Test Status** column, select the dropdown next to the student's status and select either **Resume** or **Resume Upload** (see below for an additional step).

Student Test Status
Exited
Exited
Exited
Resume
Exited

3. Students will use the same testing ticket to sign back in to the test.

Troubleshooting	Chrome book	MAC	iPad
Refresh student log-in screen	Power down	Command + r	
Frozen screen / cannot click answer	Power down	Command+Option+Esc	Power down
Username or password incorrect	Verify ticket info, exit browser/APP, restart browser/APP, attempt login again		
Student is suddenly exited from test	Verify no other applications are running, RESUME the student in PearsonAccess Next, have the student sign on again		
Student device powers down in the middle of testing	Verify the device is connected to a power source, Resume the student in PearsonAccess Next, have the student sign in again		
Resumed Upload Status	Click on "Resumed Upload" and verify all answers submitted are listed on the pop-up screen, if YES – click on the drop down arrow to the right of Resumed Upload and change the status to Resume, have the student sign on; if NO – call Katie at 952-496-5049		

How to Exit

1. Select the button next to the students name – top right corner
2. Select **Sign out of TestNav** in the dropdown menu
3. Select the **Save and Return Later button**

End and Submit the Test

1. Select the "Submit Final Answers"

Call Katie at 952-496-5049 if you have any questions!

Our goal is to make your testing experience as positive as possible 😊